



TOWN OF ASHBURNHAM

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TOWN ADMINISTRATOR'S REPORT

June 5, 2017

Town Administrator's reports are available on-line at <http://www.ashburnham-ma.gov>

COMMITTEE/COMMISSION UPDATES

Volunteer Openings. Currently there are openings on the following: (2) Conservation Commission, (2) Parks & Recreation Committee; (1) Board of Assessor's Member; and (1) Library Trustee. These are listed on the Town's website under Volunteer Opportunities.

MEETINGS

AWCTV. I had the opportunity to meet with Matt from Ashburnham Westminster Community TV. We discussed the cable contract, funding, future programming opportunities along with future fiber project of the Town that would include the schools.

Boards, Committees, Commission Meeting. Nine people attended last month's representative board, committee, and commission meeting. Notes have been distributed to the Board. Our next meeting will be around August/September.

Community Engagement. We held the second community engagement meeting a few weeks ago. We had great discussions over current activities and events occurring in Town and we discussed how to best share resources and make sure we were inviting all of the stakeholders to the Table.

Division of Local Services. Along with my Treasurer, Tammy, and the accountant, Tanya, we had the opportunity to meet and talk with Bobbi Jones from DLS to go over our concerns with financial processes and questions.

Energy Committee. The Energy Committee met recently to review the potential for submitting a supplemental grant to go alongside the Green Communities Grant, should we be successful. The supplemental grant would cover the costs of a consultant to design the specs and oversee the project for the HVAC modifications at the Library.

MEMA ICS 400. A few weeks ago, I had the opportunity to attend the last course, held in Fitchburg, that I needed to complete my emergency management training.

MPO Meeting. DPW Steve Nims and I attended the monthly MPO meeting and further advocated for our two 101 road projects. Currently, 101 South is scheduled for Federal Fiscal Year 2020 on the TIP (October 2019).

Parks/Rec. I had the opportunity to meet with Cheryl Goller-Salem from Parks & Recreation. I am looking into to a few questions that the commission has and will get back to them accordingly.

Regional TA/TM Meeting. Our regional group met again last week. We have begun discussing the possibility of hosting regional trainings to benefit all area communities.

Smart Growth Conference. I had the opportunity to attend the Smart Growth Conference in Worcester along with other local municipal leaders. The Lt. Governor interacted with the local leaders and we had the opportunity to hear from various experts in the field of economic development.

Weston & Sampson. Last week, Steve Nims and I met with Patrick Cotton and W&S Vice President Don Gallucci to review current projects that Weston & Sampson's services are engaged. With some rearranging of staffing liaisons, we appear to be back on track. We discussed all projects on the docket, including: 101N, 101S, Meissner Property,

PERSONNEL

Local Building Inspector. We will be reposting for the Local Building Inspector position, the position that assists our Building Commissioner with inspections. Our current employee, Richard Travers, will be leaving for another opportunity in July.

COA Director. We received five applicants for the position. We interviewed two individuals last week and I plan to offer the position to one of the candidates next week.

PROJECTS

Budget Reviews. I have been meeting with departments to review their current year to date expenditures, predict remaining funding, and determine priority needs for the remainder of the year. We have also been reviewing revenues for each department.

Capital. I met with Jaime Piedrafite from Capital last week. He will be arranging a meeting for Capital soon to discuss the process to submit projects, paperwork to be used, review criteria, and project due dates. We will distribute the information to all departments and boards, along with the School, among approval of the materials.

Website Revamp. As an IT committee, we have determined the design for our redesigned website and we are currently compiling great pictures for the front page. The goal is to get the revised site launched by July.

On-Going Projects—*No update at this time*

- ADA Grant
- COA Director
- CCC Grant
- DLTA Grant
- Green Communities Grant
- Health Insurance
- Meissner Property
- MOU Gardner
- Parking Main Street-Signage
- Route 101 S
- Route 101 N
- Sherbert Road
- Visit of Liquor Establishments in Town
- Watatic Dam
- Website Revamp